

## COMMITTEE STRUCTURE (effective July 1, 2012)

The Soccer Committee will consist of 10 Members:

1. Commissioner
2. Travel Coordinator
3. Travel Volunteer Coordinator
4. Registrar
5. Equipment Manager
6. Field Commissioner
7. Recreation League Volunteer Coordinator
8. Recreation League Coordinator
9. Communications/Marketing Coordinator (combined w/ Secretary)
10. Treasurer

**Commissioner** (will not vote, unless needed to break a tie)

-shall preside at or designate a representative to preside at all club meetings to and set agenda, preserve order, enforce the by-laws of the Amity AC and conduct all club meetings pursuant to Robert's Rules of Order.

-enforce policies and procedures of Amity AC Soccer Committee

-attend all Amity AC meetings or designate a representative to do attend

-appoint all sub-committees

-in the event a vacancy occurs on the Soccer Committee, the Commissioner may appoint a member to the vacant position until the term has expired.

-collects all formal complaints

-obtain proposals for potential vendors

**Travel Coordinator**

-Travel Coordinator shall assist the Commissioner and in his/her absence shall perform the duties of the Commissioner

-shall act as the RBJSL coordinator and attend all league meetings and act as liaison for all other leagues participated in by Amity Soccer teams. He/she will report back to the Amity AC Soccer Committee

-schedule all training sessions for Travel and Recreation League

-oversee the Travel program (ie. proper coaching licenses, coaching applications, communicate necessary information to all travel coaches)

-ensure scores are reported by travel coaches and resolve any disputes

-communicate with Treasurer the Coaches Referee fees (no less than one week before commencement of season)

### **Recreation League Coordinator**

-coordinate and oversee the recreation program (i.e. communication with coaches, create game schedule)

-set rosters for recreation teams (along with volunteer coordinator)

-collect coach evaluations at end of season and compile information for next season

-resolve all conflicts within the recreation league and discuss any problems with the Soccer Committee

-attend coaches meetings

### **Recreation League Volunteer Coordinator**

-manage the snack bar (i.e. order/stock supplies and handle finances) and coordinate volunteers

-schedule referees

-create practice schedule/field lining schedule/snack bar schedule

-oversee picture schedule & coordinate volunteers

## **Registrar**

-maintain the Amity AC Soccer data base of all players, coaches, and parents/guardians. This will include the rating form data, registration and membership fees collected for all leagues and players.

-register all Club teams in the appropriate leagues and supply the required registration packages for all teams

-collect all passes at the appropriate times throughout the year for safekeeping or destruction as needed

-attend all league registrar meetings

## **Equipment Manager**

-make recommendations for the purchase and distribution of all equipment required for the Amity AC Soccer Club (Recreation and Travel). This includes: goals, nets, balls, corner flags, paint, uniforms, cones, and any other equipment required.

-maintain records of all team equipment distributed and returned.

-prepare uniform order and distribute uniforms to coaches (uniforms should be distributed at least one week prior to start of season)

-assist Recreation Coordinator with game scheduling, if needed

-maintain inventory of all equipment

-obtain proposal from potential vendors

## **Field Commissioner**

-Communicate all game changes and cancellations to appropriate leagues for all games played at the Amity AC Soccer complex, as well as Communications Director

-establish a practice schedule for all travel teams

-Coordinate personnel to prepare the fields for practice and games for all players, spectators, volunteers and equipment on premises

- Coordinate the opening and closing of fields for games and practices based on playability

- communicate needs for Work Days with Travel Volunteer Coordinator and Recreational Volunteer Coordinator

- oversee maintenance of fields (i.e. mowing, repairs, and chemical treatments)

- provide field assignments to leagues

### **Travel Volunteer Coordinator**

- manage the upper snack bar (i.e. order/stock supplies and handle finances) and coordinate volunteers

- coordinate volunteers for field lining, work days, trash & recycling

- oversee picture schedule and volunteers

### **Communications/Marketing Coordinator (combined w/ Secretary June 2012)**

- update Amity AC soccer website

- manage club wide email distribution (i.e. field closings, registration, fundraisers)

- solicit and coordinate field/club sponsors

- handle communication with schools & community advertisement

- prepare monthly report for Amity AC Board

### **Treasurer**

- manage and oversee finances & financial records for Amity AC Soccer

- collect team fees/payments from Team Manager/Coach and manage team accounts

- issue checks to Team Manager/Coach for tournaments, training, referee fees, etc. – after receipt of proper check request form

-prepare budget for Amity AC Soccer with Commissioner for submission of approval to Amity AC Board of Commissioners